



DEPARTMENT OF THE NAVY
NAVY AIR LOGISTICS OFFICE
400 RUSSELL AVENUE
NEW ORLEANS LA 70143

IN REPLY REFER TO:

NAVAIRLOGOFFINST 4631.2A CH-1

N3

03 SEP 2013

NAVAIRLOGOFF INSTRUCTION 4631.2A CHANGE TRANSMITTAL 1

From: Navy Air Logistics Office

Subj: NAVY AIR LOGISTICS OFFICE STANDARD OPERATING PROCEDURES
(SHORT TITLE: NALO OPS SOP)

Encl: (1) Revised enclosure (5)

1. Purpose. To transmit revised enclosure (5), which adds on leg and off leg number for space required.

2. Action. Replace Enclosure (5) with revision 08-13.


P. A. LAUBE

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N3

26 JUL 2013

NAVAIRLOGOFF INSTRUCTION 4631.2A

Subj: NAVY AIR LOGISTICS OFFICE STANDARD OPERATING PROCEDURES
(SHORT TITLE: NALO OPS SOP)

Ref: (a) DOD Directive 4500.43
(b) DOD Directive 4500.56
(c) DOD Directive 4500.9E
(d) OPNAVINST 3710.7U
(e) OPNAVINST 3700.6N
(f) OPNAVINST 4631.2E
(g) DOD 4515.13R
(h) USTRANSCOM INSTRUCTION 10-19
(i) NAVAIRLOGOFF INST 5400.1H
(j) NAVSUP 505
(k) CFLSW INST 3710.21C
(l) DOD Directive 1300.22E
(m) OPNAVINST 4630.25C
(n) AMC Phoenix RAVEN Locations List
(o) Memorandum for Secretaries of the Military Departments, Subject: Transport, Escorts, and Honor Guards for Remains of Armed Forces Members Who Die in a Combat Theater of Operations

Encl: (1) Request QA Checklist
(2) NALO Mission Scheduling Checklist
(3) Over-water Route Scheduling Considerations
(4) Flight Advisory Modification Request
(5) Logistics Flight Record (NAVAIRLOGOFF 4631/2)
(6) Aviation Exception Report
(7) Theater Surge Request Form

1. Purpose. To establish Standard Operating Procedures (SOP) for Navy Air Logistics Office (NALO) personnel scheduling Fleet Logistics Support Wing (FLSW) aircraft and Guantanamo Bay NS (GITMO) aircraft. To establish SOP between NALO, FLSW, and FLSW Squadrons (VR) and theater scheduling activities.

2. Cancellation. NAVAIRLOGOFFINST 4631.2.

3. Scope. This directive is applicable to all NALO personnel and FLSW personnel.

4. Policy. In the event of a conflict between this instruction and references (a) through (o), the more restrictive guidance shall govern. Policy concerning the scheduling of FLSW aircraft may be promulgated by letter or message as a NALO Standard Operating Procedures Notice. These notices shall become NALO operating policy until rescinded or superseded.


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CHAPTER 1
NALO STANDARD OPERATING PROCEDURES AND POLICY

100. Organization of the Operations Floor.

a. The Operations Department consists of an Operations Officer (N3/OPSO), Assistant Operations Officer (N3A/AOPSO), Schedules/Commander Air Group Officer (N31CAG/CAGO), and Anti-terrorism/Force Protection Officer (N3FP).

b. The Operations floor will consist of an Operations Leading Chief Petty Officer (N3LCPO), Operations Assistant Chief Petty Officer (N3ACPO), U.S. Marine Corps Liaison Officer, Operations Leading Petty Officer (N3A/LPO), Assistant Operations Leading Petty Officer (N3B/ALPO), Team Leaders (N3TL), Team schedulers (N3S), and an Aircraft Dispatching Technician (N3D).

c. The NALO Organization Manual (SORM), reference (i), contains more information about specific billet operational roles and responsibilities.

101. Responsibilities of Operations Personnel.

a. The Operations Officer shall oversee all operations within the Operations Department and ensure that the Operations Department functions per the Standard Operating Procedures (SOP) and references (a) thru (o). The Operations Officer establishes liaison with other Navy Airlift Scheduling Agencies, the Fleet Logistics Support Wing, Fleet Logistics Support Squadrons, and airlift requesters to ensure coordination and consolidation of airlift requirements. Additionally, the Operations Officer is the Rating Official for the Aircraft Dispatching Technician (DON Civilian) and ensures the civilian performance and timekeeping functions are established, enforced, and accomplished in a timely fashion.

b. The Assistant Operations Officer shall assist the Operations Officer with respect to all operations and functions within the Operations Department. He/she acts as the Operations Officer in his/her absence.

c. The Schedules/CAG Officer shall assist the Assistant Operations Officer in the efficient and effective conduct of the Operations Department. Primary duties include tracking all Commander, Air Group (CAG) movement, acting as a liaison for CAG requestors, and ensuring timely, efficient, and accurate requests. Additionally, the CAG Officer shall be responsible for managing the NALO CAG report (weekly for NALO; monthly for FLSW Operations and Maintenance Officers). Further duties include, but are not limited to: Approve or disapprove mod requests; review all OCONUS mission prototypes for safety, accuracy, directives compliance, and efficiency; review all flight cards daily to look for possibilities to combine flights/missions; recommend and track Priority Two regrets; review all Priority Three flights; and when required track and handle VIP movement on NALO missions (VIP code six or higher).

d. The Anti-terrorism/Force Protection Officer shall coordinate, send, and brief Force Protection plans to the squadron(s) for missions that require a Force Protection Plan. He/she is also responsible for coordinating and scheduling Aircraft Security Teams (AST).

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e. The Operations Chief Petty Officer's shall be responsible for the quality assurance (QA) of all Navy Air Logistics Office (NALO) Flight Advisories. The Operations Chief shall be responsible for overseeing the release of all flight advisory messages. The Operations Chief will make decisions when regretting a Priority Three Request and make recommendations to the Schedules Officer when regretting Priority Two airlift requests. The Operations Chief shall maintain departmental files for enlisted personnel assigned to the Operations Department.

f. The U.S. Marine Corps Liaison Officer shall provide liaison between all Marine Corps airlift requesters/validators and scheduling authorities on issues involving Marine Corps requests. He/she will report all issues to the Schedules Officer for clarity. The Marine Corps Liaison Officer may assist the Operations Chief in all matters concerning the Operations Department and its personnel.

g. The Operations Leading Petty Officer and the Assistant Operations Leading Petty Officer shall be responsible for ensuring that Team Leaders are satisfactorily performing their duties per the SOP and all references. The Operations LPO will be responsible for ensuring the pass-off of aircraft to Joint Operational Airlift Center (JOSAC) for scheduling. The Operations LPO will be responsible for creating a monthly work schedule and Team rotation of duties. Additionally, he/she shall ensure all approved flight cards are properly displayed on the operations flight board and that the board is displaying all current and future flights. Finally, the Operations LPO/ALPO will be responsible for maintaining and promoting an Operations 'All-Read' board containing pertinent Ops Floor pass down information.

h. The Team Leaders shall prioritize and assign scheduling tasks to members of their team for which he/she is responsible. A Team Leader may be assigned as the Request, Scheduling, Execution, or Evening Team Leader and shall be responsible for the Team's performance.

i. The Operations floor will consist of four rotating teams: Requests, Scheduling, Execution, and Evening Teams. Each Team will consist of a Team Leader and a minimum of two schedulers. Each Team Leader will coordinate their team's duties through the Operations LPO. Each Team will rotate team duties monthly.

(1) Request Team. The Request Team shall process airlift requests received via message traffic, email, fax, or JALIS Remote Requester, and ensure that they are input into JALIS; comply with DOD, DON, FLSW, and NALO directives and instructions; verify passenger and cargo numbers and ensures no-show passengers/cargo procedures are followed to minimize no-show passengers and cargo; transfer airlift requests to other scheduling agencies as appropriate; perform Quality Assurance (QA), request validation, and input all incoming requests and modifications into JALIS. Additionally, the Request Team shall email the requester 3 days from scheduled mission departure to initiate an update of accurate passenger and cargo numbers.

(2) Scheduling Team. The Scheduling Team shall schedule flights that meet the validated request's requirements per SOP and all references. The team is also responsible for ensuring compliance with DOD, DON, FLSW, and NALO directives and instructions; generating Flight Advisories; submitting Flight Advisories to the Operations LPO/ALPO for final QA; maintaining liaison with requesters, squadrons, Fleet Logistics Support Wing, theater

schedulers/LNOs, and airfields; and combining airlifts to optimize the use of the assets.

(3) Execution Team. The Execution Team shall process all daily status reports from VR squadrons and verify them for accuracy; modify all approved flight advisory/lift request modifications; perform all Buno swaps; submit CAG reports on Monday; provide all Force Protection plans for current and upcoming missions; and determine scheduling solutions for aircraft that have gone into a Non-Mission Capable (NMC) status.

(4) Evening Team. The Evening Team shall perform all duties as mentioned in section 101.i. Paragraph (1)-(3) of this instruction during the evening shift hours of operation.

j. The Aircraft Dispatcher shall assist the Operations Officer with the day-to-day operations of the Operations Department as directed by governing policies and directives. The Aircraft Dispatcher is primarily responsible for standardizing the operations floor, ensuring quality assurance of airlift requests and flight advisories, and reviewing scheduled missions for efficiency improvements.

102. Daily Operations Floor meeting.

a. The Operations LPO/ALPO shall hold an OPS floor meeting daily NLT 1430.

b. Team leads will be responsible for submitting and briefing the following informations:

(1) Request Team. Brief all pending requests in the 30 day window. Brief all requests that require a diplomatic clearance and require a 45 day lead time. Brief all requests that require force protection requirements in the next 30 day period.

(2) Schedules Team. Brief all PRI 2 and PRI 3 missions that need to be scheduled in the 21 day window. Brief all unscheduled CAG lifts in the 30 day window. Brief Prototypes that are in the window that need to be reviewed by a higher authority.

(3) Execution Team. Brief current down aircraft. Explain who, what, when, why and where. Brief cause of any discrepancies, and the current corrective course of action. Brief any issues from squadrons (i.e. aircraft limited over-water, PAX configurations, RIG limitations, etc).

CHAPTER 2
REQUESTS

200. Receiving Requests. The governing directive for submitting, receiving and processing NALO lift requests shall be OPNAVINST 4631.2E enclosure (4). The preferred method of receiving requests is via Joint Air Logistics Information System (JALIS) Remote Requester. However, requests may be received via unclassified or classified message traffic, FAX, e-mail, or DD Form 2768 for VIPs. Requests should be received 30 days prior to the departure date for all requests in order to maximize the scheduling efficiency of aircraft and to meet lead times for applicable diplomatic clearances.

201. Request Validation.

a. Criteria to become a valid airlift request for NUFEA/VR support must be in accordance with references (a) through (o) and as follows:

(1) Request must be from a U.S. Navy or Marine unit; i.e. CAG, squadron, ship, submarine, SEAL Team, etc. (Navy/Marine Unit Identification Code (UIC)).

(2) Must be for Official Business/Operational Support.

(3) Each unit's commander, commanding officer, or officer in charge must authorize each request from the unit.

(4) Must be assigned a PUJC in accordance with references (a) and (f) by the scheduling authority (NALO, CFAF, CTF-63, CTF-53).

b. Airlift requests that are questionable or do not meet the above criteria, will be audited by the Operations Chief or higher for clarification and/or approval/disapproval of airlift.

(1) Youth Programs (Naval Sea Cadets Corps, The Boy Scouts of America and Young Marines) are not eligible for DOD Air Transportation as per reference (g).

c. Inputting requests into JALIS is a two step process. First, the request is physically input into the JALIS system. Next, the request is given a QA check once in the JALIS database by the Request team's Team leader, utilizing enclosure (1), checking for the following information:

(1) Date time group (DTG) of the message. Requestors initial DTG shall not be changed.

(2) UIC of requesting unit.

(3) Earliest and desired departure date/time in Zulu with a minimum two hour block for Priority one (Pri 1) and Priority two (Pri 2) requests and 12 hour block for Priority three (Pri 3) requests per references (f) and (h).

(4) Latest and desired arrival date/time in Zulu with a minimum two hour block for Pri 1 and 2 requests and 12 hour for Pri 3 requests per references (f) and (h).

(5) An Authorizing Official signature per references (b) and (f).

Note:

For Navy Flag Officers, approval is normally routed through CNO (OP09B) Navy Staff Office or the next level flag officer in the requesting flag officer's chain of command.

(6) Passenger Count with the Senior Traveler listed (one per every 90 Passengers).

(7) Cargo weight, dimensions (in inches), lift description (i.e. HAZMAT, C-130 cargo only, ISU-90, vehicles, etc), and a list all HAZMAT UN codes plus nomenclature (if necessary). When validating requests with 10,000 pounds or more of cargo, contact the requester and verify the number of pallet positions (relative to each type aircraft) that are required and annotate it in the remarks of the request.

Note:

Per ref (k), all platforms shall use a standard crew/passenger weight of 200 pounds. The standard baggage allotment is 40 pounds per passenger. JALIS automatically multiplies the # of passengers by 40 pounds and provides this estimate on the flight advisory. For requests purposes, keep the baggage allotment separate from the requested cargo weight, however, it may be necessary to quantify whether the requester has included baggage weight or palletized baggage in their "cargo" request. This info can be helpful in determining what the actual payload requirement is. For LFR recording purposes, cargo weight will equal all cargo and baggage.

(8) Minimum of one support code shall be entered for every lift.

(a) Use "C-130 OUTSIZED CARGO" if the cargo dimensions are greater than 56" high, greater than 108" in length, or the cargo consists of rolling stock (engine stands, vehicles, etc).

(b) Use "C-130 AIRFIELD" when required (i.e. MYAF).

(c) Use "CAG" for all CAG lifts.

(d) Use Exercise name when applicable.

(9) Request, departure, and arrival coordinator with a 24 hour phone number and email. Requests shall have two different individuals for departure and arrival coordinators, preferably someone at the arrival and departure locations.

(10) Commercial Cost required for all Pri 2 and 3 requests per references (a) and (h).

(11) Amplifying remarks stating the purpose of travel are required in order to justify the Priority Urgency Justification Category (PUJC) code. Note: Not having funds to fly commercial is not considered an operationally compelling reason to justify a particular PUJC code.

202. Pending Requests. Incomplete requests are placed into a pending status. The Request Team will contact the requester to obtain the required

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information. If unable to contact the requester, each attempt shall be documented in JALIS in the remarks section of the request.

203. Priority/Urgency/Justification/Category (PUJC) Codes. All requests shall be prioritized for scheduling by using and assigning PUJC codes. Complete definitions of these codes are in references (a), (f), and (h).

a. All VR detachment (det) aircraft swap out requests will be coded in accordance with references (a), (f), and (h). Requests shall be submitted to NALO 30 days in advance. All aircraft swaps must be planned without impact to NALO and detachment sites.

b. All VR det scheduled rotator crew swap requests will be coded in accordance with references (a), (f), and (h). The requests should be submitted to NALO 30 days in advance. Scheduled rotator crew swaps can be obtained from FLSW Operations.

c. All other VR det crew swaps requests will be coded in accordance with references (a), (f), and (h) and should be submitted to NALO 30 days in advance. If NALO is unable to support, request shall be regretted seven days in advance.

204. Non-Negotiable Trainers. All Non-negotiable trainers shall be "Y" coded in JALIS. The squadron shall enter remarks in the Aircraft Status Report "approved by FLSW".

205. CFLSW Command Assessments (CA)/ NATOPS Evaluation Requests.

a. For CA's, VR squadrons being inspected shall submit a 35AD request.

b. For CFLSW NATOPS Inspections, VR squadrons shall "Y" code an aircraft in their Daily Status Report for check rides purposes. See section 204 above for guidance.

206. Modification of Requests. If a remote requester modifies a request scheduled in JALIS, this flight shall be moved to "prototype". The Request Team shall handle all request modifications.

207. Regretting Requests.

a. Regretting a request shall be handled at the Operations Chief level or higher. Pri 3 requests may be regretted at the Operations Chief level. All Pri 2 requests regretted shall have Schedules Officer or higher approval. A remark shall be entered in the remarks section of the request noting that the regret was approved. The Request Team is responsible for the proper request cancellation code.

b. Requests should be regretted if not received at least three days prior to the diplomatic clearance lead times specified in the Foreign Clearance Guide (FCG). If unable to combine with an already assigned flight going to the same country location, request will normally be regretted with Operations Chief or higher approval. Lead times can be found online in the Foreign Clearance Guide (FCG) at <https://www.fcg.pentagon.mil/>.

c. All Pri 2 request regrets shall have the reason for the regret documented in the remarks section of the request. Additionally, Pri 2 regret data is generally recorded and kept by STRATCOM with the use of screen

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captures and comments stored on the Operations share drive in the "Pri 2 Regret Log Folder".

208. Request Passoff to Joint Operational Support Airlift Center (JOSAC).

a. All Pri 3 continental United States (CONUS) lift requests, which cannot be scheduled on a pre-existing NALO flight, should be passed to JOSAC per references (a) and (f). If an Operations Chief determines that the flight is "cost effective" when dedicating an appropriate-sized aircraft for the lift, then flight may be scheduled by the Schedules Team.

b. Pass off requests to JOSAC a minimum of 10 days prior to departure date. If the 10th day falls on a weekend or holiday, then the pass-off must happen prior to moving inside the 10 day window (i.e. pass-off Friday before a long weekend). It is the requests team's responsibility to make sure this happens.

c. Pass off Pri 2 requests to JOSAC only upon verification of their ability to support the request. For Pri 3 requests, if JOSAC is unable to schedule a request, JOSAC may pass the request back via email confirmation, but only if NALO can support. In this case an Operations Chief or higher level must be notified for approval.

209. Passenger and Cargo No-Show Procedures. It is the request team's responsibility to facilitate the following measures to help ensure NALO schedules with the most accurate data, thereby helping to cut down on no-show pax and cargo rates:

a. Ensure the requested passenger/cargo requirements are as accurate as possible. Although there is no actual fee charged to individual units for Navy air transport services, inaccurate requests do have a "real" financial and operational impact. Taking the time and initiative to treat these requirements as if requesters were spending actual TAD travel funds is important to ensure efficient and effective airlift stewardship and support.

b. Lift requesters should submit airlift requests early and update their pax/cargo numbers whenever changes to their requirement occur. When a unit identifies an airlift need, they should accurately quantify and communicate those requirements as soon as possible. Early identification/notification is key. Once the initial request is submitted, the airlift requirements may change. Requesters shall submit airlift request updates to NALO to ensure the right asset or combination thereof is allocated for scheduling. Additionally, airlifts shall be combined if a request change produces the capacity to support other lift requests. In all cases, the airlift requester shall verify their airlift requirement, via email, with NALO no later than (NLT) three days prior to the lift.

c. Ensure that the required 24/7 airlift POC for both departure and arrival lifts is available and that the provided POC info (phone/email) is accurate. Short fused changes and airlift coordination requires accurate contact information to ensure support.

d. When a new request is entered into JALIS, a confirmation e-mail will be sent to the requester with the following guidance:

Requester,

Your request has been input under DTG XXXXXXXXXXXX lifts A & B. You are required to contact NALO **three** calendar days prior to your scheduled departure via e-mail or phone to ensure that all passenger, cargo, and baggage totals are verified. This is to ensure proper utilization of Navy assets for transportation and to reduce the number of "NO SHOWS". Anytime a passenger or cargo requirement changes it shall be reported to NALO as soon as possible. If NALO is not contacted at the three day mark, then your lift will be cancelled. Should you have any questions or changes to your request please contact NALO at 504-678-1185/DSN 678-1185 and/or email NALO at nwor nalo ops@navy.mil.

e. On a daily basis pull all flight cards and unscheduled requests that are ten days from scheduled or desired departure date. Stamp each flight card with PAX/Cargo stamp. Send e-mail to ALL requestors on each flight card with the following gouge:

Requesters,

In an effort to reduce the number of "NO SHOWS", NALO is contacting requesters to ensure that NALO is contacted **three** days prior to the scheduled mission departure date with updated passenger, baggage, and cargo amounts. This is to ensure proper utilization of Navy assets for transportation. Please update your "Pax" and "Cargo" for CVN XXXX. Failure to report this information will result in mission **cancellation**. "NO SHOW" rates have high visibility and the failure to provide accurate numbers may impact your ability to be scheduled now and in the future. Thank you and please reply to the email address below. Feel free to call NALO with any questions or concerns at 504-678-1185/DSN 678-1185 or nwor nalo ops@navy.mil.

f. Track all e-mails as they come in. Every request shall be updated at the three day out mark. This update provides documentation of contact with the lift requester. If there are no changes, simply add 'no changes' to the remarks section. As a result of making any updates (or adding any comments), the mission will be put into Prototype. If there are no changes to the PAX/Cargo count, the "prototype" mission can be deleted. If there are changes, cut and paste the updated PAX/Cargo count from the e-mail into remarks "B" of request. Validate the new mission and select 'Transfer/Message.' The remarks will be updated in JALIS, and printing a new flight card is not necessary, however, appropriate pen and ink changes on the flight card are required to help ensure proper passdown/turnover. Finally, complete PAX/Cargo stamp on flight card and fill out appropriately.

g. On a daily basis, pull all flight cards that are two calendar days from the scheduled departure if valid, updated cargo and passenger verifications have not been obtained. Call the lift requester and solicit updated cargo and passenger numbers. If the requester is unavailable, forward the flight card to the Operations Chief/GSGT or higher.

h. Be advised of new requests or missions that are added to the pax/cargo verification list. The pax/cargo count verification list shall be

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updated and emailed to Operations Chiefs/Marine Liaison and AOPS/OPS Officer daily by 1100.

210. Aeromedical Evacuation (AE)/Human Remains (HR) Requests.

a. Aeromedical Evacuation (AE) requests are not normally scheduled through NALO. Requests will be coordinated through the Tanker/Airlift Control Center (TACC) at DSN 779-0330, references (g) and (m).

b. Human Remains flights are not normally scheduled through NALO. They are normally flown on civilian contract flights. Requests will be coordinated through the Mortuary Program Manager (MPM), at the Navy Mortuary Affairs Office, and USTRANSCOM. MPM can be reached at 1-800-368-3202, DSN: 882-2501, or Comm: (901)874-2501. USTRANSCOM can be reached at DSN: 770-7706/7700 (24 hour number) or Comm: (618)220-7706/7700. For short notice requests after hours, contact the Battle Watch Commander at the Pentagon. Operations Chief or higher will email the request to BWC.PTGN@navy.mil for approval and contact the Battle Watch Duty Officer at DSN 228-2767. See references (g), (l), (m), and (o) for further information.

CHAPTER 3
FLIGHT SCHEDULING

300. Scheduling Validated Requests.

a. Requests should be scheduled a minimum of 21 days from the requested date of departure or a minimum of three days prior to the diplomatic clearance lead time required per the Foreign Clearance Guide (FCG). CAG requests should be scheduled 30 days from the date of departure to ensure aircraft availability for all CAG requests.

b. If scheduling a flight inside three days from the requested departure date or inside three days of diplomatic clearance lead times, the Scheduling Team shall contact the appropriate Squadron Operations department or the Squadron Duty Ops to notify them of the impending mission. Schedulers shall always verify the request for HAZMAT, which may have different lead times. Requests that cannot be supported due to inadequate lead times will normally be regretted with Schedules Officer approval under an "inappropriate lead time" code unless the request is a Pri 1 or a high priority Pri 2. These higher priority requests shall be brought to the Operations Officer's attention and given appropriate consideration so that they may be scheduled as soon as possible, if at all possible. Lead times can be found online in the Foreign Clearance Guide at <https://www.fcg.pentagon.mil/>.

c. Prior to scheduling any flight, the Scheduling Team shall review the flight board, the JALIS Daily Flight Schedule, and JALIS Dashboard (<https://prod.jalis.mil/>) to determine if the request can be added to a currently scheduled mission.

d. When scheduling a flight, schedulers shall ensure the most efficient and shortest flight routes are utilized. Depending on the weather and time of year, the shortest route may not be the most efficient. Use the following websites as aids; <http://gc.kls2.com/>, <http://www.gcmap.com/>, or www.skyvector.com. RONS should be scheduled at U.S. military bases or Joint/U.S. foreign military bases to the maximum extent possible. Fuel stops should also be scheduled at U.S. military bases, Joint/U.S. foreign military bases, or airfields with U.S. government contracted fuel to the maximum extent possible.

e. All Pri 3 flights shall be reviewed by the Operations Chief or higher.

f. All OCONUS flights shall be reviewed by the Schedules Officer of higher. In his or her absence, an Operations Chief or higher may approve.

g. All flight cards shall be reviewed by the Scheduling Team Leader prior to passing to the Operations LPO or Operations Chief.

h. Utilize "NALO Schedulers Checklist", enclosure (2) for additional scheduling guidance.

Note:

Scheduling Team Leader will make every effort to minimize the number of re-rigs required for C-9's and C-40's.

301. Aircraft Capabilities and Limitations.

a. Check for airfield compatibility.

- (1) Is the airfield a prohibited or restricted per ref (k)?
- (2) Are RAVENS/FP Plan required per reference (n)? If RAVENS are required, consider a different RON to minimize impact on flight. The Defense Attache Officer (DAO) for each country can also be contacted, via FCG phone numbers, for current FP guidance. The current threat assessment provided by the DAO or CTF in theater may differ from reference (n) which may preclude the need for RAVENS. The RAVENS instruction can be found at <https://private.amc.af.mil/a7/a7s/a7so/a7soc/index.cfm>.
- (3) If airport elevation is greater than 8,000', prohibited for C-9s.
- (4) If airport elevation is greater than 4,000', possible for C-9s, contact squadron for feasibility.
- (5) If runway length is less than 5,000', C-130 airfield only and enter proper support code. C-12s can land on runways less than 5,000' with the CO's permission.
- (6) If runway length is less than 4,000' then the airfield is incompatible. Find a suitable proximity airfield or regret the request.

Note:

FLSW has waiver authority for some of these limitations.

b. Over-water route Scheduling considerations.

- (1) Refer to 'Over-water Route Scheduling Considerations' enclosure (3).

c. Cargo compatibility.

- (1) Review number/dimensions of pallets/cargo and read remarks to determine type of aircraft required.
- (2) For HAZMAT refer to reference (j) for restrictions. Also, list all UN codes and proper nomenclature.
- (3) Cargo with dimensions greater than 56 inches high is limited to C-130s.
- (4) Cargo with dimensions greater than 108 inches long is limited to C-130s.
- (5) Cargo with dimensions greater than 108 inches high is PROHIBITED in VR aircraft. Regret request, AMC more feasible.
- (6) Rolling stock cargo (vehicles, stands, GSE equipment, etc) is **normally** limited to C-130s only.

302. Crew Duty, Crew Rest, and Flight Time.

Note:

Paragraphs 302. a. - o. are per reference (k). Paragraphs 302. q. - s. are per reference (d).

a. Crew Duty commences at show time (normally two hours prior to scheduled take-off time) or the commencement of military duties, whichever is earlier, and terminates upon post flight on the final leg of the day.

b. Showtime 0700-1459 with three or less legs (to include any required fuel stops) - 16 hours. The Transport Aircraft Commander (TAC) may extend crew duty time to a maximum of 18 hours and add a fourth leg without impacting crew duty.

c. Showtime 0700-1459 with four or more legs (including required fuel stops) - 14 hours. The TAC may extend crew duty time to a maximum of 16 hours.

d. Showtime 1500-0659 - 13 hours. The TAC may extend crew duty time to a maximum of 15 hours.

e. Special DV Lifts include tiers one through four as defined in reference (b), as well as CODEL missions (see DoD 4515.12). Crew day for special DV lifts involving ONLY two legs (to include any required fuel stops) with showtime 0500-0700 is 18 hours. Adequate lodging and dining facilities shall be provided to allow crews a minimum of eight hours (depart from base OPS to arrival back at base OPS) uninterrupted rest between legs.

f. The maximum number of legs shall not exceed seven per crew day.

g. Commanding Officer approved C-130 augmented crews may extend crew duty time to 24 hours.

h. For crew duty limitations with an autopilot inoperative, refer to platform specific MEL (contact FLSW, a squadron, or <http://www.cflsw.navy.mil/>).

i. Deadhead time and legs for the purpose of positioning crews for a mission shall be considered part of crew duty day.

j. For scheduling purposes, all scheduling authorities should allow the following minimum time for turnaround evolutions: C-9/20/37/40 - one hour, C-130 - one hour 30 minutes. To meet mission goals, scheduling authorities may request to schedule a shorter turnaround time provided prior coordination was accomplished with the tasked squadron. Additionally, there may be situations where more time should be scheduled for a turnaround.

k. While operating at home station or on extended detachments (extended detachment is defined as minimum three days away from home station with dedicated maintenance, billeting, transportation and adequate messing facilities), crewmembers shall be provided a crew rest period beginning 12 hours prior to reporting for a mission. This does not preclude using a crewmember, which commenced other duties before being scheduled for a mission, so long as the crewmember had 12 hours crew rest prior to reporting

for those other duties and crew duty begins at the time the individual initially reported for other duties.

l. During enroute mission stops where the crew will remain overnight (RON), the minimum scheduled ground time (landing to take-off) shall not be less than 15 hours for C-9/20/37/40 crews, 12 hours for C-12 crews, and 17 hours for C-130 crews. The aircraft commander may, after giving careful consideration to all factors, elect to reduce ground time to no less than 12 hours, contingent upon the crew being provided a minimum of eight hours of uninterrupted rest. Crew rest/on deck time should not be reduced on consecutive days. The intent of reduced crew rest is to support operational commitments, not personal scheduling considerations.

m. Immediately following transit for out of CONUS extended detachments, the minimum scheduled ground time shall not be less than 18 hours. The scheduling authority may schedule the 18 hour ground time at a site other than the detachment location as long as the minimum ground time is accomplished in the detachment theater. The TAC may reduce ground time to no less than 16 hours, contingent upon the crew having a minimum of 12 hours of uninterrupted rest.

n. TAC may reduce crew duty limits or increase crew rest requirements if condition of the crew warrants it.

o. Scheduling authorities and Transport Aircraft Commanders must assess the impact of factors that reduce aircrew alertness. Specific considerations include the fatiguing effects of weather, extremes of temperature, night-time operations, poor sleeping conditions (due to both location and time of day), mission delays, extended crew day, and circadian rhythms.

p. Scheduling authorities should construct mission itineraries with crew rest times longer than 15 hours to afford aircrew members opportunities to recover from the cumulative effects of fatigue caused by flying on several consecutive days or due to transiting several time zones. If practical, consideration should be given to providing crew rest time of 24 hours or more after three consecutive near maximum scheduled crew duty days.

q. Maximum recommended flight time is 12 hours per day.

r. Maximum recommended flight time is 50 hours per seven day period.

s. When practicable, flight personnel should not be assigned flight duties on more than six consecutive days.

303. Diplomatic Clearance. Flights should be scheduled at a minimum of THREE days in advance of the LEAD TIME for diplomatic clearances. If a flight is written within three days lead time, the Operations Chief shall call the squadron's Operations department immediately to ensure a diplomatic clearance can be obtained. Aircraft and passenger Diplomatic Clearance information, including lead times, can be found in the DoD Foreign Clearance Guide (FCG) at <https://www.fcg.pentagon.mil/>.

Note:

Aircraft Entry Clearance Requirements and lead times are different for each country. The requirements may change frequently and without notice, and the lead times may not include the weekend. All schedulers shall review the appropriate

sections of the FCG when scheduling an OCONUS flight and ensure that the flight advisory is released with enough time to obtain a Diplomatic Clearance.

304. Force Protection (FP).

a. All flights shall be checked for airfields requiring Augmented Security Teams (AST) and/or FP Plans utilizing reference (n) as a guideline. The FP Officer will make the final decision based on real-time coordination with theater intelligence analysts and most up-to-date theater threat assessments (i.e. Air Mobility Command's Threat Assessor, NCIS Threat Assessments, theater fusion cells, etc.).

(1) If customer has armed personnel (i.e. Special Operations Forces), NALO will attempt to use them to meet AST requirement if possible.

(2) If needed, AST requests will be coordinated with force providers within the appropriate theater. If an AST is unavailable through theater sourcing, then the request shall be sent to US Fleet Forces for tasking.

(3) Flights requiring an AST will be routed to the nearest embarkation point of tasked AST.

(4) If the requester is able to provide security or the country's DAO or theater CTF provides a current threat/security assessment, which precludes the need for ASTs, annotate on flight advisory.

b. The senior Operations Chief will ensure a copy of all flight cards requiring AST/FP Plan is passed to the FP Officer. The FP Officer shall submit the AST request/Force Protection Plan to the appropriate agencies. The FP Officer shall coordinate with the applicable squadron aircrew to ensure SIPRNET is cross-checked and latest threat is briefed for the upcoming flight. Upon approval of AST, the FP Officer will notify the Request Team Leader to input the AST request. The Request Team Leader will notify the Schedules Team Leader who will schedule the lift on the appropriate flight.

c. Force protection plans should be reviewed by the FP Officer at the appropriate periodicity.

305. Airlift No-Show/No-Prior Notice Cancellation. Mission's flown resulting in an "Airlift No Show," or cancelled with extreme short-notice resulting in a "No-Prior Notice Cancellation," will immediately be reported through the NALO Operations chain of command to the Commanding Officer. The Scheduling Team or Weekend watch will collect all relevant information, record the data in the Operations Pass-down Log, and ensure that the Operations Officer is notified in a timely fashion. It will be the senior present Operations representative's responsibility to notify the requester and Senior Traveler Chain of Command, and inquire as to source of No-Show or Late Cancellation. Findings shall then be reported to NALO Executive department for further action.

CHAPTER 4
EXECUTION/PHONE WATCH

400. Aircraft Daily Status Report (DSR). Squadrons shall submit an aircraft Daily Status Report (DSR) to NALO and FLSW by 0900L (squadron's local time).

401. Updating the DSR in Joint Air Logistics Information System (JALIS). The Execution Team shall ensure that the JALIS status page correctly reflects the squadrons' DSRs, and that JOSAC's JALIS status page accurately reflects the C-9 aircraft status.

402. DSR Updates/Changes. Squadrons shall submit an updated DSR whenever an aircraft status changes within the 30 day rolling window.

403. Reassigning a Mission to Another Aircraft. Squadrons will use the DSR when reassigning mission(s) to another aircraft by indication with bold lettering on the DSR.

404. C-9 Aircraft Pass-off to JOSAC. The Execution Team Lead shall ensure all C-9 aircraft are passed off to JOSAC for the periods of time that they are not utilized per references (a), (b), and (f). This period of time shall not exceed 10 days. If the tenth day falls on a weekend or holiday, the pass-off shall occur prior to securing for the weekend, thereby ensuring the pass-off never happens inside of 10 days.

405. Weekly Carrier Air Wing/Commander, Air Group (CVW/CAG) Report. A Weekly CAG report will be published and managed by the CAG Officer. The CAG report shall be sent to the Commanding Officer, Executive Officer, and the NALO Ops email account. At a minimum the CAG report will be sent out every Monday, but should be updated and republished anytime changes are required (either requests are added or cancelled, or flights scheduled, cancelled or passed off). In the absence of the CAG Officer, the Execution Team Leader shall prepare and submit the CAG report as aforementioned once the ALPO or LCPO has audited the draft. The report encompasses an accounting of scheduling data pertaining to CAG movement and FLSW allotted assets required for expeditious CAG transfer. Additionally, the CAG Officer should send out a monthly CAG Tracker to FLSW and all FLSW squadron OPSO's and MO's to give visibility on upcoming 'Heavy Lift' CAG movement days for Operational planning purposes. This duty is solely the CAG Officer's.

406. Flight Advisory Modification Requests. A Flight Advisory Modification Request, enclosure (4), shall be submitted by the VR squadron/unit to request the modification of a flight advisory with respect to the route/times/RONs for their scheduled flight(s). All flight modifications will normally be approved at the Schedules Officer level or higher, however, can be delegated to Operations Chief level or higher. All disapproved flight modifications will be reviewed by the Schedules Officer or higher. The Execution Team shall be responsible for handling flight modifications and the Execution Team Lead shall review all flight card modifications prior to passing to the Operations Chief. For an ongoing flight requiring modification, the Transport Aircraft Commander (TAC) may modify the flight by calling NALO OPS at (504) 678-1185 to obtain approval at the Operations Chief level or higher. Additionally, the Squadron's Operations department should submit a flight modification request. These cases usually involve aircraft mechanical problems and require due diligence to ensure the customer, TAC, VR squadron/unit, and NALO are all informed of the flight modification. Collect and transmit as much information as possible. When a flight advisory

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modification request involves a VR squadron detachment airlift, ensure the squadron carbon copies (cc) the Fleet Logistics Support Wing Liaison Officer (VR-LNO) for the respective theater. If there are significant changes in departure or arrival times into or out of the theater, ensure that the VR-LNOs are notified and that the new times are acceptable, and in accordance with the current FLSW Det schedule.

a. In most cases, when a flight is to be modified or delayed 24 hours or less, the TAC should annotate the changes on the Logistics Flight Record (LFR). A flight advisory modification request is normally not required.

b. When a flight is to be modified or delayed more than 24 hours, the TAC or Squadron Operations Department shall submit the flight modification as per this instruction and enclosure (4). It is the squadron's responsibility to notify the lift and seek acceptance before the mod is requested.

c. Anytime a change to a flight affects the diplomatic clearance of a foreign country (i.e. a change of foreign airfield, country over-flight, or Flight Information Region (FIR) boundary entry and exit points), the flight advisory should be modified. In all cases, the NALO scheduling Petty Officer shall inform the Operations Chief, or higher, of scheduling intentions to ensure that mission impact is minimized. Squadron Operations Departments must ensure that they update their Aircraft and Personnel Automated Clearance System (APACS) submissions, Prior Permission Required (PPR) approvals, and Customs Inspections, if required.

407. Mission Cancellation Cross-checks. In order to ensure that NALO provides the highest level of customer service to lift requesters in all facets of our operations, lifts requests regretted for aircraft not available (ANCA) are given an 'L' code in JALIS and shall be re-examined anytime a mission is cancelled prior to its scheduled departure. This procedure precludes the possibility of regretting a request due to ACNA, and then having an asset become available which could then be used to satisfy the request. In most cases mission priority codes, as well as date of submitted lift request, will dictate what lift request is given scheduling priority. However, NALO shall make every effort to afford authorized lift requesters maximum opportunity to utilize NUFEA airlift.

408. Handling Aircraft Mechanical Issues during an Ongoing Flight. When an aircraft is delayed due to maintenance issues while on a mission and is delayed greater than 24 hours, or the delay is unacceptable to the lift, leave the scheduled mission flight card in TIME-OUT on the flight board and modify the mission once the aircraft has returned to an "up" status. This should also be noted on the "daily snapshot". Delays less than 24 hours should be annotated on the LFR. After the mechanical discrepancy is determined, look at the feasibility and timeframe of sending a rescue aircraft for the lift if needed. If the lift finds the delay time acceptable, the currently scheduled aircraft will continue on the mission as previously scheduled once repaired. A new flight advisory will be released with the new dates and times. If the lift finds alternate transportation or a rescue flight is scheduled, then an additional flight advisory will be written for the down aircraft and the previous flight advisory will be cancelled utilizing the "O" code. In each case the DSR shall reflect unscheduled maintenance time.

a. During a mission when an aircraft enters a down status the Execution Team shall:

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(1) Annotate on the back of the flight card the date and time the aircraft went down.

(2) The downing discrepancy of the aircraft.

(3) Name and phone number of the TAC reporting the problem.

(4) How long the aircraft is expected to be down.

(5) Notify the chain of command, lift/requester, and associated airfields of any delays.

409. Safe-On-Deck (SOD) Procedures. The Transport Aircraft Commander(s) (TAC) should make a SOD call or e-mail to NALO Operations for the scheduled mission(s) taking place. An Execution Team member shall pull the flight card, review and verify the mod number, and annotate that the TAC called/emailed on the flight advisory. The Execution Team member will annotate any deviations during mission (i.e. the plane goes down for maintenance), as outlined in section '408' or the Ops all-read board.

410. Phone Watch Procedures. The Phone Watch shall be someone from the Execution Team and work execution team issues from 0700-1200 Monday thru Friday. He/she will report to NALO at 0700 on Monday through Friday. The Phone Watch will report at 0700 on Saturday for turnover with the Weekend Watch. The phone watch is responsible for answering all calls from 2100 until 0730 when he/she has arrived at NALO. The phone watch will have in their possession the following items: (1) Instructions Binder, (1) NALO phone tree, (1) Squadron and LNO phone listing, (7) IFR Supplements covering the entire world, (1) VFR Supplement, (1) Flight Information Handbook, (1) Location Indicators book (1) laptop, (1) air-card, (1) cell phone, (1) cell phone charger. Additionally, the phone watch will re-check the dashboard snap shot which has been emailed to them by the evening team, against the active flight card board, pass down any last minute/over-night issues, and email the dashboard to the Operations Chiefs for final approval. Once the Chief's have approved the daily snap shot, it will be emailed to the CO, XO, and NALO Ops department. Phone Watch standers understand that at any time during their watch that they may have to return and report to the OPS floor to provide support under extenuating circumstances.

CHAPTER 5
EVENING TEAM DUTIES

500. Evening Team. The Evening Team's normal working hours are 1300-2100 Monday thru Friday. The Evening Team duties shall include mission modifications, a/c status modifications, scheduling, and the validation of incoming requests. Additionally, the Evenings Team will produce a Dashboard snap shot which will be verified daily for accuracy, and forwarded to the following days phone watch. The Evening Team is also responsible for e-mailing the nightly pass-down as referenced below in section '501.' Prior to securing from the spaces, the Evening Team shall transfer the Operations main phone line to the Operation duty phone and conduct a proper pass-down with the phone watch. Once these duties are complete, perform Operations security checks and log time of phone transfer prior to securing the spaces.

501. Turnover Procedures.

a. The Evening Team Lead shall ensure that a written turnover is forwarded to the NALO Ops e-mail, m.nwor.nalo.ops@navy.mil, and is annotated in the operations pass-down log.

b. The turnover shall consist of any aircraft mechanical issues, mission cancellations, airlift request regrets, new DV requests, or Priority one/Priority two short notice requests, especially if departing within three days. The turnover shall also consist of any database malfunctions and/or the estimated repair time.

c. If message release is deemed urgent, Contact the Stratcom Duty Watch to release any outgoing flight advisories via Defense Message System (DMS) prior to turning over the watch.

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CHAPTER 6
WATCH DUTIES (WEEKEND/HOLIDAY/PHONE)

600. Weekend/Holiday Watch. Weekend watch duties start at 0700 on Saturday, Sunday, and holidays.

601. Watch Duties.

a. Weekend watches are primarily a phone watch. Duties will include handling all events during the watch hours.

b. The watch stander will be allowed to go home from 1900 - 0700 if workload allows.

c. The watch personnel should receive a SOD call or e-mail from the TAC of the scheduled mission(s) taking place. The watch shall pull the flight card, review and verify the mod number, and annotate that the aircrew called/emailed on the back of the flight advisory. The watch will annotate any problems with the flight (i.e. the plane goes down for maintenance), as outlined in section 408.a.

d. Weekend watches shall verify all DSRs submitted by the squadrons over the weekend and cross-check against their status in JALIS.

e. Upon receipt of a Priority One (Pri 1) Airlift Request, immediately perform the following:

(1) Notify the Operations Chief or higher to validate the request.

(2) Enter request in JALIS pending verification of the request by one of the individuals listed in (1) above.

(3) Identify available aircraft, notify flying unit of a possible Pri 1 airlift, and schedule the mission once the request has been verified. If the request is within 72 hours and no aircraft are available, identify and cancel a lower priority mission and schedule the request utilizing that aircraft. If possible leave the lifts already scheduled on the mission if the Pri 1 is going to an airport in proximity of the scheduled lift or try to schedule other available lifts in conjunction with the Pri 1.

Note:

Notify Lifts on cancelled mission so that they may be reassigned or make other arrangements to meet their obligations.

(4) Maintain communication with the squadron's Duty Operations, requester, Operations Chief, and Operations Officer to ensure proper coordination of the Pri 1 mission.

f. In the event that JALIS goes down or if the theaters report that their database is down, immediately notify the Operations chain of command and the Stratcom Duty Petty Officer. Inform the Operations chain of command of how long the system will be projected to be down once Stratcom makes their initial assessment.

602. Turnover Procedures.

a. The Phone Watch and Weekend Watch personnel shall ensure that a written turnover is forwarded to the NALO Ops e-mail, m nwor nalo ops@navy.mil, and is annotated in the operations pass-down log.

b. The turnover shall consist of any aircraft mechanical issues, mission cancellations, airlift request regrets, new DV requests, or Priority one/Priority two short notice requests, especially if departing within three days. The turnover shall also consist of any database malfunctions and/or the estimated repair time.

c. The oncoming watch shall check the security of all command spaces prior to assuming the watch. The off-going watch shall verify the security of command spaces prior to his/her relief from the watch. All unsecured spaces shall immediately be reported to the Command Duty Officer.

d. If message release is deemed urgent, Contact the Stratcom Duty Watch to release any outgoing flight advisories via Defense Message System (DMS) prior to turning over the watch.

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CHAPTER 7
FLIGHT ADVISORY QUALITY ASSURANCE (QA)

700. Flight Advisory Quality Assurance. The ALPO or higher shall review every flight advisory for compliance with all SOPs and referenced instructions. The ALPO or higher shall approve flight advisories by stamping them "approved" and initial it in the upper right corner. The Request QA Checklist, enclosure (1), shall be utilized to QA every flight advisory to ensure standardization.

701. Release of Flight Advisories. The ALPO or higher shall be responsible for ensuring flight advisories are released in a timely manner. Once the flight advisory is released in JALIS, the Operations Chief shall ensure STRATCOM releases the message via Defense Messaging System (DMS). The Team Leader or higher shall be responsible for ensuring flight advisories are emailed to the squadron's Operations group email account, contacting the squadron Operations department for all flights within 72 hours of the mission starting, and for all ongoing missions. Annotate on the Flight Advisory that the squadron has been notified.

CHAPTER 8
JOINT AIR LOGISTICS INFORMATION SYSTEM (JALIS) PROCEDURES

800. JALIS Operations.

a. JALIS access is facilitated through the NALO Training Department and the JALIS PMO in New Orleans, LA. Access to the JALIS website is via the following link, <https://prod.jalis.mil/>.

b. NALO Systems Department maintains and handles trouble calls for JALIS. During normal working hours, 0730-1630L Monday through Friday, contact the Systems Department at DSN 678-5108 or commercial (504)678-5108. After normal working hours, weekends, or holidays contact the NALO IT Duty Watch at (817)734-3712 or the Operations floor at DSN 678-1185/commercial (504)678-1185, who will immediately contact the IT Watch.

c. All personnel utilizing JALIS to request airlift, update squadron aircraft information, schedule aircraft, or complete logistic flight records, shall complete the NALO Joint Air Logistics Information System Course (CIN: R-500-1100). Course information including scheduled dates of instruction can be located using the CIN in CANTRAC at:
<https://app.prod.cetars.training.navy.mil/cantrac/vol2.html>.

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CHAPTER 9
VR SQUADRON RESPONSIBILITIES

900. Aircraft Daily Status Report (DSR).

- a. Squadrons shall enter their aircraft status into JALIS and submit a Daily Status Report (DSR) by 0900 local, squadron's time zone, to NALO and FLSW.
- b. Squadrons shall update JALIS and submit an updated DSR whenever status changes within the 30 day rolling window.
- c. Squadrons shall use the DSR when reassigning a flight to another aircraft.
- d. Non-Negotiable Trainers shall be listed as "Y" in the Daily Status Report (DSR) and the request shall have "approved by FLSW" in remarks section.
- e. Squadrons shall list all Drill Weekends and any non-work days in the remarks section.

901. Airlift Request.

- a. All VR detachment (det) aircraft swap out requests will be coded in accordance with references (a), (f), and (h). Requests shall be submitted to NALO 30 days in advance. All aircraft swaps must be planned without impact to NALO and detachment sites.
- b. All VR det scheduled rotator crew swap requests will be coded in accordance with references (a), (f), and (h). The requests should be submitted to NALO 30 days in advance. Scheduled deployment crew swaps can be obtained from FLSW Operations.
- c. All other VR det crew swaps requests will be coded in accordance with references (a), (f), and (h) and should be submitted to NALO 30 days in advance. If NALO is unable to support, request shall be regretted seven days in advance.
- d. Non-Negotiable Trainers. All non-negotiable trainers shall be "Y" coded in JALIS. The squadron shall enter remarks in the Aircraft Status Report "approved by FLSW".
- e. Ferry Flights for maintenance are not required to be scheduled by NALO. Annotate the flight on the squadron DSR.

902. CFLSW Command Assessments (CA)/ NATOPS Evaluation Requests.

- a. For CA's, the wing shall submit a 35AD request.
- b. For NATOPS Inspections, VR squadrons shall "Y" code the appropriate aircraft in their Daily Status Report for check rides.

903. Diplomatic Clearance.

- a. Squadrons are responsible for obtaining Diplomatic Clearance in a timely manner. Examine the Flight Card for Hazardous Material (HAZMAT) to

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ensure the clearance request is submitted properly. Do not assume the Blanket Clearance will automatically work if HAZMAT is onboard.

b. Squadrons shall list all FLSW model aircraft BUNO's in Aircraft and Personnel Automated Clearance System (APACS) when submitting diplomatic clearance requests.

904. Flight Advisory Modification Requests. The Flight Advisory Modification Request, enclosure (4), shall be submitted from the squadron to modify the route and/or times prior to the scheduled flight. All flight modifications will normally be approved at the Schedules Officer level or higher, however, it can be delegated to Operations Chief level or higher in his/her absence. For an ongoing flight requiring modification, the TAC may modify the flight by calling (504) 678-1185 to obtain approval at the Ops Chief level or higher. Additionally, the Squadron's Operations department should submit a flight modification request. These cases usually involve aircraft mechanical problems and require due diligence to ensure the requester, TAC, squadron, and NALO are all informed of the flight modification.

a. In most cases when a flight is to be modified or delayed 24 hours or less, the TAC should annotate the changes on the Logistics Flight Record (LFR). A flight advisory modification request is normally not required.

b. When a flight is to be modified or delayed more than 24 hours, the TAC or Squadron Operations Department shall submit the flight modification per this instruction and enclosure (4). It is the squadron's responsibility to notify the lift and seek their acceptance before the mod is requested.

c. Anytime a change to a flight affects the diplomatic clearance of a foreign country, i.e. a change of foreign airfield, country over-flight, or Flight Information Region (FIR) boundary entry and exit points, the flight advisory should be modified. In all cases the NALO scheduling Petty Officer shall inform the Operations Chief, or higher, of scheduling intentions to ensure that mission impact is minimized. Squadron Operations Departments must ensure that they update their APACS submissions, Prior Permission Required (PPR) approvals, and Customs Inspections (if required).

905. Scheduled Missions.

a. The Squadron Operations department shall check JALIS for new flight advisories and modifications at least TWO times per day.

b. The Squadron Operations department shall call the requester a minimum of three days before scheduled flight from home port to verify mission requirements (i.e. cargo dimensions, pax count, loading equipment, departure airfield, and destination airfield), and shall notify NALO of any significant changes.

c. Squadron Operations department should print all scheduled flight advisories. The flight advisory lists any VIPs and HAZMAT information. The Squadron Operations department is responsible for all VIP and HAZMAT information on the flight card.

d. When an aircraft is delayed due to maintenance issues on a mission and is delayed greater than 24 hours, the lift shall be notified. If the delay is unacceptable to the lift, NALO should be notified immediately and a

Flight Advisory Modification Request, enclosure (4) should be submitted. Scheduled missions that are affected by less than 24 hours can be LFR'd (meaning no mod request is needed). The DSR shall then reflect any unscheduled maintenance for this aircraft. After the mechanical discrepancy and corrective action has been determined, the feasibility and timeframe of sending a rescue aircraft for the lift will be considered. If the lift can slide and finds the delay time acceptable, the down aircraft (once repaired) will continue on the previous scheduled mission. A new flight advisory will be released with updated dates and times once the aircraft is up. If the lift finds alternate transportation or a rescue flight is needed, then an additional flight advisory will be written and previous flight advisory cancelled utilizing code 'O'.

e. Prior to the initial flight and at all RONS, the TAC shall call DSN 678-1185/commercial (504) 678-1185 or e-mail NALO at one of the following addresses, NMCI: m_nwor_nalo_ops@navy.mil or NON-NMCI: nwor_nalo_ops@navy.mil to ensure the crew has the current flight advisory and provide a "Safe on Deck" message. If the answering machine picks up, the aircrew shall leave a voice message with call-sign, status of aircraft, "mod" number, and call back number. If an urgent requirement exists call the NALO Operations Officer at 817-600-4058.

f. The TAC shall immediately report Lift No-Shows and No-prior notice cancellations to NALO.

906. Logistic Flight Records (LFR)/Aviation Exception Report (AER).

a. Mission TAC's shall QA LFR's and AER's, enclosure (5) and (6), at the completion of the NALO mission. The Squadron Operations department shall ensure the LFR data is input into JALIS accurately within three squadron working days after the completion of the mission.

b. For LFR purposes, when reporting what was actually flown, cargo weight and baggage weight shall be added together. Assume a standard baggage weight of 40 lbs per passenger, and add this to the cargo weight. If the actual weight of all passenger baggage is known (i.e. palletized and/or weighed), then add this weight in lieu of 40 lbs per passenger. Additionally, anytime baggage weight is not known and a 40 lb baggage allotment appears insufficient, it is incumbent upon the Loadmaster (LM) to estimate an updated total baggage weight. This will include the excess baggage and should be equal to what is recorded on the FORM F weight and balance. This ensures accuracy when trying to capture what was actually flown.

c. Space Required/Space Available (Space 'A') Data is for opportune lift. Opportune lift is for any passengers/cargo not scheduled on the lift message. Space Required (UA) is for Official Travel (i.e. on Orders) and is designed to capture official military cargo data. This data is important for FLSW to capture, as credit for the movement of Official Military Cargo can be directly related to future funding for FLSW and VR.

Whenever there is an opportune lift flown on a NALO mission, post-flight Operations department data entry personnel must add a new line chronologically within the JALIS LFR 'Lift' data entry tab. In order for the LFR to validate in JALIS once LFR data entry is complete, 'On Leg', 'Off Leg', and 'Space Required UIC' data is required; therefore, it is imperative that flight crews capture and record this info during mission execution. The

same JALIS LFR validation rules apply for Space Available (SA) travel (with the exception of UIC data). Space available travel is for all other opportune travel not technically classified as Official Military Cargo. Refer to reference (f) for a list of eligible Space 'A' passengers.

For the purpose of recording and logging Space Required and Space Available data on the LFR and in JALIS, the first lift of each respective type will be denoted using alpha-numeric notation, and correspond to the chronological 'On-Leg' of cargo embarkation. For example, a 'UA' code will be used for the first Space Required lift. The new 'lift' shall be added in JALIS under the leg on which the first Space Required lift embarked. Subsequent Space Required lifts will assume codes of UB, UC, UD, etc, and will be added using the same protocol. Additionally, Space Available data will be recorded following the same procedures, and using the same naming convention (i.e. SA, SB, SC, etc). Reference ch. 8 for details regarding JALIS point of contact and technical support information.

d. Mission TAC's shall also ensure an Aviation Exception Report (AER), enclosure (6), is completed when required. AER's serve two primary purposes and are required for JALIS LFR validation anytime scheduled passengers/cargo does not equal actual flown passengers/cargo, and/or delays of greater than 30 minutes are experienced during mission execution.

If the Pax/Cargo count is not as forecast for a particular lift, aircrews shall use an exception code of 'NO' and a resolution code of 'H'. Aircrews should then use the 'Remarks' section to provide amplifying information regarding the missing PAX/Cargo. TAC's and squadron Operations departments shall make every attempt possible to verify and ensure this info is reliable prior to JALIS entry input, as lift requesters will be held responsible for no-show PAX/Cargo counts based on these squadron reported Pax/Cargo counts.

Additionally, aircrews can use AER's to highlight specific mission situations which are out of the ordinary and impede smooth mission operation (e.g. flight delays, ground support issues, clearance issues, modifications and/or incorrect flight times, etc). In these cases, denote the aircraft lift and leg of occurrence, choose the appropriate exception and resolution code, and add any amplifying remarks.

e. Detachments are required to input LFR data into their respective theater's JALIS system within three days of mission completion.

f. Squadron Operations department shall check and correct the "Missing & Incomplete LFR Reports" in JALIS, for all theaters, weekly.

g. Hard-copy LFR/AER's shall be kept by Squadron Operation departments a minimum of 2 years.

h. FLSW shall inspect the maintenance and accuracy of Squadron LFR logging procedures during Command Assessment Inspections.

CHAPTER 10
NALO, FLSW, AND THEATER INTERACTION

1000. NALO Operations and LNO Communication.

a. Theater LNO's and/or theater representatives shall determine and outline demand for surge, then coordinate with NALO and FLSW Operations departments communicating surge requirements and requests as soon as the necessity is determined.

b. NALO generally has 'big picture' visibility on aircraft availability, lift request volume, world-wide exercise scheduling and theater operations. As such, NALO reserves the right to approve or deny surge requests dependent upon the overall assessment of what is best for the fleet, worldwide. A myriad of factors will determine the best plan of action NALO and our theater scheduling partners.

1. NALO support for theater commanders will frequently include, but is not limited to:

a. Support to utilize NALO tasked transient aircraft, when necessary, to help meet theater readiness and priority lifts (i.e. adding lift to existing mission).

b. NALO modified transiting missions. Theater LNO's will assist in the coordination and execution (Theater Dips/PPRs/Call sign changes) of any additional mission tasking (i.e. modifying mission and routing as required to accommodate theatre tasking).

c. Theater requests for utilizing non-detachment assets. This will be considered only after all in-theater and intra-theater options have been considered and ruled out.

c. NALO will make every effort to support theater requests for aircraft support, however, NALO will not normally reschedule or re-task equally validated non-theater specific Priority missions unless additionally considerations exist. In other words, all requests will be considered however, NALO will have the final say regarding surge viability dependent upon overall NALO mission tasking.

1001. NUFEA Apportionment Conference (NAC).

a. The schedulers' NUFEA Apportionment Conference (NAC) meets annually to address theater apportionment requests and Fleet Logistics Support Wing's (FLSW) capabilities to fulfill those requests.

b. Theater scheduling agencies should base their apportionment requests using knowledge of forecast major exercises and ship movements coupled with historic mission support data. The goal of the NAC is to utilize the annually published FLSW Detachment schedule to meet the needs of the theater scheduling agencies and reduce the requirement to surge aircraft.

1002. Theater Surge Requests.

a. When apportioned assets do not suffice, or for all other unforeseeable major events requiring additional lift support, whether scheduled or unscheduled following dissemination of the FLSW Detachment

schedule, theatre Operations Officers/Liaison Officers (LNO's) who require an aircraft surge shall fill out and submit via email the Theater Surge Request Form (enclosure (7)) to the NALO Operations Officer or Assistant Operations Officer. Once NALO has determined the need for surge aircraft is present and valid, and the availability of aircraft permits the surge of aircraft to the respective theater, NALO will signal via phone or email its intent to satisfy the request. Theater scheduler can then engage FLSW regarding feasibility and funding support. Theater scheduling agencies shall not coordinate these requests directly with squadron personnel. Additionally, squadron personnel, to include squadron Commanding Officers, do not have the authority to approve theater requests, regardless of duration. In all cases, coordination MUST start with NALO first.

b. Replacement DET aircraft will not be surged solely because the theater apportioned aircraft is in a non-FMC status.

c. Requesting use of an aircraft already in a theater's Area of Responsibility (AOR), whether it requires postponement or cancellation of that aircraft's NALO-scheduled mission or not, is still considered a surge request. In this case, theater scheduling agencies shall use the same protocol for requesting a NALO surge aircraft. Once NALO has the request, the NALO Operations department will establish an Operations plan addressing the short notice surge request if prudent.

d. If a surge aircraft is approved, theater scheduling agencies will be responsible for coordinating applicable logistics for the surge aircraft, to include any additional lodging requirements, support equipment, and ramp space. Theater scheduling agencies shall make every effort to reduce to a minimum any increased TDY costs as a result of the surge.

e. NALO will not normally handle/write missions which do not originate or terminate in CONUS. If a request does not meet these criteria, the request for lift (if it comes to NALO) will be passed to the appropriate theatre for tasking/scheduling. If the theatre does not have an asset available to support, then the theater can either regret the lift for aircraft not available, or request a surge.

1003. NALO/FLSW/Theater LNO Telecons.

a. In the interest of enhanced and efficient inter-theater communication, NALO will coordinate a monthly Teleconference between CTF53, CTF63, CFAF, and FLSW. The purpose will be to discuss all pertinent NALO, FLSW, and theatre specific issues, thereby facilitating greater communication and coordination regarding future, past and present NUFEA operations. The Telecon will take place the second Tuesday of every month or as necessary to facilitate appropriate theater communications. The NALO Assistant Operations Officer is tasked with setting up the meeting and dictating the schedule. The meetings will be scheduled to allow maximum theater participation in accordance with varying time zones.

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REQUEST QA CHECKLIST

		YES	NO	N/A	COMMENTS
1	Ensure DTG number from message traffic is the same in JALIS?				
2	Is NAVAIRLOGG in the 'Subj' Line?				Applies to message traffic only.
3	Check for AMC channel Route.				If YES, do not input this request. Contact requester and advise of AMC route.
	Has Requester already submitted an AMC request and been denied?				If YES, input the request and put in the remarks that Requester has AMC regret (via Gates Report)
4	Ensure this request is not a duplicate. <i>Check DTG, UIC, and ICAOs.</i>				
5	Is it a Navy, Marine Corp, or Joint UIC? Verify UIC belongs to the command listed. <i>Do not use the UIC N04631.</i>				If NO, then pass the request to JOSAC or OSAA for scheduling.
6	No more than 12 airlifts per request (A-L only)				
7	Verify Departure ICAO matches airfield listed				
	Verify Arrival ICAO matches airfield listed				
	If ICAO is OCONUS, what is the lead time for diplomatic clearances? <i>Do requested dates allow time to receive clearance?</i>				
	Does ICAO requested meet CFLSW runway minimums? (4000 feet for C-130) and (5000 feet for C-9/12/20/40)				
8	Verify Times in DTG format				
	Verify Times are in ZULU				
9	Priority 1 Airlift in direct support of operational forces engaged in combat, contingency or peacekeeping operations directed by the national command authorities or for emergency lifesaving purposes. Must be approved by Operations Officer				
	Priority 2 Required use airlift or airlift requirements with compelling operational considerations making commercial transportation unacceptable. Mission cannot be satisfied by any other mode of travel. (Team Travel/Time Constraints)				
	Does Request meet PRI 2 requirements?				
	Priority 3 Official business airlift which is validated to be more cost effective than commercial air travel when supported by military aircraft.				
	Does Request meet PRI 3 requirements?				
	Urgency Code correct? (1 Combat) (2 Life saving/Operational) (3 Humanitarian) (4 Critical) (5 Priority) (6 Routine)				
	Regardless of priority ensure remarks match PUJC inputted.				

		YES	NO	N/A	COMMENTS	
	Civilian ranks GS-01 thru GS-08 are equivalent to the enlisted ranks E-1 to E-9. Civilian ranks GS-09 thru GS-15 are equivalent to the officer ranks up from CWO-1 to O-6. Civilian ranks SES-5 thru SES-3 are equivalent to the Officer ranks O-7 to O-9.					
	Rank, first and last name of Lead Passenger's		1 per 121 passengers			
	VIP Codes: "V" Navy, "A" Air Force, "M" Marines, "R" Army, "S" Civilian					
10	O-6/GS-15	O-7/SES-5	O-8/SES-4	O-9/SES-3	O-10	SES-2 SES-1
	V-7	V-6	V-5	V-4	V-3	S-2 S-1
	Bird	One Star	Two Star	Three Star	Four Star	Congress President
	DD form 2768 is required for these ranks. Ensure Lead Passenger has signed the form.					
11	Authorizing Official: CO/XO/OIC					
	All Requests must be signed by a senior ranking officer. If Civilian, must be authorized by GS-15 or above.					
	DD form 2768 Ensure Authorizing Official has signed the form.					
	Are dependents on Invitational Travel Orders (ITO)? (Required)					
12	Verify cargo dimensions (Inches, not feet).					
	If cargo weight is 10,000 lbs or more ensure the number of pallets/rolling stock is in the remarks.					
	Is cargo hazardous? If YES, recheck diplomatic clearance lead times.					
	Hazardous cargo must be listed in the remarks as follows: Nomenclature, UN Number, Hazmat Class, P Code, N.E.W.					
13	Contact Requester to verify phone numbers and emails listed are correct.					
	Contact Departure Coordinator to verify phone numbers and emails listed are correct. (Does this person know he/she is POC for this request?)					
	Contact Arrival Coordinator to verify phone numbers and emails listed are correct. (Does this person know he/she is POC for this request?)					
	If unable to get in touch with any one on the request, log in remark section of JALIS. Leave Request 'Pending.'					
	After THREE unsuccessful attempts have been made to contact a requester, regret with request code Z and send email. The message should state: NALO made THREE unsuccessful attempts to (command Name). Contact NALO for further assistance.					
	Ensure email address has the "@" symbol and not (AT).					
	Ensure Lead Passenger is not an arrival POC.					
	Ensure POCs are not all the same person.					
14	Enter all support codes that apply to this request.					
15	Ensure all requester(s) PLADS are entered.					



NALO MISSION SCHEDULING CHECKLIST

Designed to help provide guidance when proto-typing a mission from scratch. By no means an all-inclusive list of everything which may encounter when writing a mission. (*) -Starred items have additional comments on the back.

Complete?	Task:
	Part 1 -- Pre-Checks:
	1.1 Is it a valid Navy lift? (Should it be passed to JOSAC or OSAA INCONUS?)*
	1.2 Validate PUJC (Is it a valid Pri-2 or Pri-3 request?).
	1.3 Check the DIP clearance lead time of Departure, Enroute and Destination Location? Is there HAZMAT? Different DIP clearance lead times? Still in the lead time window?
	1.4 Does cost analysis indicate COMAIR more economical?*
	1.5 Are there any other missions in the same general area/time? Can you combine the mission?
	1.6 What aircraft is required? What configuration is required? What are the cargo dimensions?
	1.8 What aircraft limitations will impact scheduling?*
	Part 2 -- Routing:
	2.1 Use Great Circle Mapper or Skyvector to 'quickly' figure out an efficient routing.* Time and Distance are rough estimates only, winds are not used, and do not accurately indicate crew day feasibility. Try to use Military fields 'when possible'.
	2.2 Check OPS Read and Initial board for further Gouge (i.e. Wake Island closed Sunday, PKWA/PKMJ/PWAK hours, AMC terminal issues, North vs. South Routing (Alaska v Hawaii), etc.
	2.3 If field unfamiliar, check 'Giant report,' and/or IFR Supplement.
	2.3.1 Giant report provides: Rwy Length/Width/obstructions/services/valid approaches/Night or IFR Certified?
	2.3.2 IFR Supp provides: field hours/services (contract gas/air card available/restrictions i.e. Customs, Noise abatement, closures, etc).
	2.4 Check the Foreign Clearance guide:
	2.4.1 Check the DIP clearance lead time of all over-flight countries. This may affect routing if request time is short and/or DIP clearance lead time is lengthy.
	2.4.2 See if there are any HAZMAT restrictions. Some countries will not allow HAZMAT (even over-flight)and HAZMAT frequently extends DIP clearance lead times.
	2.4.3 Are Ravens/Force Protection required? (Verify w/ AMC website/binder)
	Part 3 -- JALIS Entry:
	3.1 Plug routing into JALIS. JALIS should figure out flight times/on Deck times, etc. If JALIS gives an airfield hours error, consult IFR Supplement to verify.
	3.2 When required, if JALIS leg length flight times need further verification, Use Milplanner/OPARS for accurate fuel and flight times. This is very important when operating at/or near aircraft limitation/capacity envelopes, i.e. over-water or OCONUS.*
	3.2 Determine when and where aircrews should reset their crew day. Things to consider: flying on the backside of the clock (crew fatigue), consecutive long days, 50 hr weekly mins, lodging costs when carrying PAX, quickest way to complete mission, can you RON at a Military installation, etc?
	3.3 Validate prototype.
	3.4 Route your prototype through Team Lead, OPS Chief, and/or Skedules Officer (if OCONUS).
	3.5 Release message to LPO/ALPO.



NALO MISSION SCHEDULING NOTES

1.1 We've been getting a lot of non-Navy lift requests. First, check the requesting UIC to see if it begins with an 'N', meaning it comes from a Navy Unit. If the request is from the Marines (UIC = 'M' forward to Gunny); If it's Army ('R' code), forward to OSAA. If the request comes from the Air Force ('A' code) then forward it to JOSAC/AMC. Joint requests may or may not qualify for NALO lift support. It's up to us to figure that out at this juncture. Also, be aware that several requests have come in using a Navy UIC, but unless the lift specifically supports U.S. Navy personnel, then it probably is not valid. Save a lot of work by getting rid of the invalid requests before any other work is done.

1.4 How to do a Cost Analysis (an example):

1. Take the number of PAX and multiply by COMAIR plane ticket cost for each passenger. (For ex: 25 PAX times \$400 per ticket for flight from Ft Worth to Jax = \$10,000)
2. Use Great Circle Mapper (or in JALIS use 'Proposed Flight Itinerary') to figure flight time for entire route of flight, including dead-head legs. Multiply flight hours by cost per hour to operate aircraft. (For ex: Flight time from Ft. Worth to Jax is 2 hours but flight time back is another 2 hours, so a total of 4 hours. Multiply 4 times cost per hour (roughly \$4175 per hour) on C-40 and the total is: $4 \times \$4175 = \$16,700$.)
3. Which is cheaper? Even though this lift has more than 21 pax, it is not economically Feasible. It is cheaper for the Navy if the unit book's COMAIR tickets. To be considered PRI-2 it would have to be team travel (>21 pax with pax all having to travel together as unit, i.e. can't be broken up), have operationally compelling considerations, and commercial travel has to be unacceptable. NALO/VR is free for Navy units, so be aware that they will do anything to get a free ride. If they have to book tickets, it comes out of their pockets so their motivation is to get the lift no matter what. With that being said, it's our responsibility to take the high road and be fiscal stewards of tax payers' money by scheduling lifts only when it's in the best interest of the Navy. That sometimes means bad news for our customers. In short: Be looking for inefficiencies, i.e. super short flight/durations and/or PRI 3 lifts with less than 30 people, but the KEY idea is to schedule smartly!

1.8 Aircraft Limitations: Ask what rig/configuration the aircraft is in and how that will affect the mission you're writing. For example, C-40's sometimes have an 8 hr re-rig time for switching rigs. Maybe there is a better asset available. Be aware of the limitations of the C-9 now (wing over-water restrictions, etc). Each aircraft has different crew day limits as well as leg lengths and crew rest requirements. With time you'll be able to tell a standard C-130 day versus a C-40 day. Also, be aware of C-130/C-40 cargo dimensions, pallet positions, etc. This will help you determine what aircraft might be required, and/or whether our aircraft can handle the cargo (within specified weights and dimensions).

2.1 Great Circle Mapper and Skyvector are great for coming up with a quick, estimated flight route. When using Great Circle Mapper, make sure the "Units" pull-down is set to "nautical miles" and that the "Ground Speed or Mach" pull-down is correctly set. Input a speed of 290 knots for C-130s or Mach .78 for C-9s/C-20s/C-40s and then click the "Draw Map" button. Keep in mind these speeds do not account for winds at all. This means they could be very far from accurate and should be checked via Milplanner/OPARS, particularly when routing is critical (i.e. extended over-water, lack of alternates/diverts/hostile countries). Put yourself in the aircrew's shoes. We don't want to set them up for failure at this early stage of planning.

3.2 OPARS and Milplanner are more accurate fuel and flight-time numbers. This is because they take into account winds aloft, which has a major impact on flight time.

Things to keep in mind:

1. If it's more than 72-96 hours out, wind estimated flight times in Milplanner/OPARS will be based on historical data (which means still not exact), good enough to plan, but Pilots wouldn't take off relying on that data.
2. JALIS flight times will be slightly different yet again, because JALIS sums and averages the last 10 LFR reported flight times. So wind-corrected flight time, which is the most accurate, is not factored in.
3. When heading west you're likely to fly into a headwind (longer flight times) whereas when heading east, you'll generally be with the Jetstream and therefore have shorter legs (not always the case though).

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Over-water Route Scheduling Considerations**Note:**

Do not schedule C-9s across the Pacific without CFLSW approval, unless it's CFLSW personnel going to/from CFAF detachment. For C-9s use PHIK vice PHNG.

(1) Southern Pacific - Missions should be planned using the following routing: KSUU/KNTD/KNZY-PHNG/PHIK-PWAK/PKWA/PKMJ-PGUA/RODN/RJTA. The following aircraft pax/cargo weight capacities are based on flying from KSUU to PHIK. These weights can vary significantly, 4-5k, depending on current weather conditions.

(a) C-130: Max Pax/Cargo wt: 15k @ 155k maximum takeoff weight. Max Pax/Cargo wt: 24k @ 165k maximum takeoff weight. Takeoff over 155k requires TAC or Squadron CO approval, call squadron Ops for approval. Approval shall be annotated on the Flight Advisory.

(b) C-9: Max Pax/Cargo wt: combination 0 pax/5-7k. Max Pax/Cargo wt: combination 20-28 pax/0k.

(c) C-40: Max Pax/Cargo wt: combination 0 pax/32-34k. Max Pax/Cargo wt: combination 69 pax/15k. Max Pax/Cargo wt: combination 121 pax/0k.

(2) Northern Pacific - Missions should be planned using the following routing: PAED-PACD/PADK/PASY-RJSM/RJTA. The following aircraft pax/cargo weight capacities are based on flying from PASY to RJSM. These weights can vary significantly, 4-5k, depending on current weather conditions.

(a) C-130: Max Pax/Cargo wt: 24k @ 155k maximum takeoff weight. Max Pax/Cargo wt: 33k @ 165k maximum takeoff weight. Takeoff over 155k requires TAC or Squadron CO approval, call squadron Ops for approval. Approval shall be annotated on the Flight Advisory.

(b) C-9: Can't fly the Northern Pacific routes Westbound due to PASY being a prohibited airfield per reference (k) and aircraft performance out of PADK is marginal. Have one of the Operations Officers or Squadron personnel run the flight plan prior to scheduling a mission flying Eastbound.

(c) C-40: Max Pax/Cargo wt: combination 0 pax/33-35k. Max Pax/Cargo wt: combination 69 pax/15k. Max Pax/Cargo wt: combination 121 pax/0k.

(3) Eastern Australia - Missions should be planned using the following routing: PHNG/PHIK-PKWA/PKMJ/NSTU-YBCS/YBBN/YSRI. The following aircraft pax/cargo weight capacities are based on flying from PHIK to PKWA. These weights can vary significantly, 4-5k, depending on current weather conditions.

(a) C-130: Max Pax/Cargo wt: 19k @ 155k maximum takeoff weight. Max Pax/Cargo wt: 29k @ 165k maximum takeoff weight. Takeoff over 155k requires TAC or Squadron CO approval, call squadron Ops for approval. Approval shall be annotated on the Flight Advisory.

(b) C-9: Not allowed to fly pax or cargo per FLSW.

(c) C-40: Max Pax/Cargo wt: combination 0 pax/32-34k.

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Max Pax/Cargo wt: combination 69 pax/15k. Max Pax/Cargo wt: combination 121 pax/0k.

(4) Northern Australia - Missions should be planned using the following routing: PHNG/PHIK-PKWA/PKMJ-YBCS/YPDN. The following aircraft pax/cargo weight capacities are based on flying from PHIK to PKWA. These weights can vary significantly, 4-5k, depending on current weather conditions.

(a) C-130: Max Pax/Cargo wt: See 401.b.(3)(a).

(b) C-9: Not allowed to fly pax or cargo per FLSW.

(c) C-40: Max Pax/Cargo wt: See 401.b.(3)(c).

(5) Western Australia - Missions should be planned using the following routing: PHNG/PHIK-PKWA/PKMJ/NSTU-YBCS/YBBN-YPEA. The following aircraft pax/cargo weight capacities are based on flying from PHIK to PKWA. These weights can vary significantly, 4-5k, depending on current weather conditions.

(a) C-130: Max Pax/Cargo wt: See 401.b.(3)(a).

(b) C-9: Not allowed to fly pax or cargo per FLSW.

(c) C-40: Max Pax/Cargo wt: See 401.b.(3)(c).

(6) Northern Atlantic to Europe - Missions should be planned with the following route: CYHZ/CYYT/CYYR-EINN/EGPK/EGVN/EGQS/EGUN/ETAR/EDDS/LERT/BIKF. BIKF does not have contract fuel and should only be used if fuel/leg length is critical for the oceanic crossing. The following aircraft pax/cargo weight capacities are based on flying from BIKF to CYYR. These weights can vary significantly, 4-5k, depending on current weather conditions.

(a) C-130: Max Pax/Cargo wt: 32k @ 155k maximum takeoff weight. Max Pax/Cargo wt: 41k @ 165k maximum takeoff weight. Takeoff over 155k requires TAC or Squadron CO approval, call squadron Ops for approval. Approval shall be annotated on the Flight Advisory.

(b) C-9: Max Pax/Cargo wt. combination 0 pax/16-18k.
Max Pax/Cargo wt. combination 64-72 pax/0k.

(c) C-40: Max Pax/Cargo wt: combination 0 pax/33-35k.
Max Pax/Cargo wt: combination 69 pax/15k. Max Pax/Cargo wt: combination 121 pax/0k.

(7) Mid Atlantic to Europe - Missions should be planned using the following routing: TXKF/CYHZ/CYYT-LPLA-LERT/LICZ/LIRN. The following aircraft pax/cargo weight capacities are based on flying from LPLA to CYYT. These weights can vary significantly, 4-5k, depending on current weather conditions.

(a) C-130: Max Pax/Cargo wt: 33k @ 155k maximum takeoff weight. Max Pax/Cargo wt: 42k @ 165k maximum takeoff weight. Takeoff over 155k requires TAC or Squadron CO approval, call squadron Ops for approval. Approval shall be annotated on the Flight Advisory.

(b) C-9: Max Pax/Cargo wt. combination 0 pax/17-19k.
Max Pax/Cargo wt. combination 45-76 pax/0k.

(c) C-40: Max Pax/Cargo wt: See (6)(c).

(8) North/Mid/South Atlantic to Africa - Missions should be planned using the following routing: CYHZ/CYYT-LPLA-GVAC or TXKF-LPLA-GVAC or TBPB/TJSJ/TXKF-GVAC. The following aircraft pax/cargo weight capacities are based on flying from DGAA to GVAC, assuming no African overflight diplomatic clearances, off the coast of Africa. These weights can vary significantly, 4-5k, depending on current weather conditions.

(a) C-130: Max Pax/Cargo wt: 22k @ 155k maximum takeoff weight. Max Pax/Cargo wt: 31k @ 165k maximum takeoff weight. Takeoff over 155k requires TAC or Squadron CO approval, call squadron Ops for approval. Approval shall be annotated on the Flight Advisory.

(b) C-9: Max Pax/Cargo wt. combination 0 pax/9-11k.
Max Pax/Cargo wt. combination 36-44 pax/0k.

(c) C-40: Max Pax/Cargo wt: combination 0 pax/30k.
Max Pax/Cargo wt: combination 69 pax/13-15k. Max Pax/Cargo wt: combination 121 pax/0k.

Navy Air Logistics Office

Flight Advisory Modification Request

Instructions:

1. This form shall be "Submitted by" squadron OPSO (or AOPSO).
2. Transmit via e-mail from OPSO (or AOPSO) to M_NWOR_NALO_OPS (for NMCI) or NWOR_NALO_OPS@navy.mil (for Non-NMCI).
3. Use subject line "FLT ADV Mod Request for (mission number)".
4. Carbon Copy (CC) Squadron Ops Dept, Theater Scheduler (ICO det transits), and any other required parties.

• VR-66 Date of Flight: 8-Aug-11

• Mission Number: KGL123456 [Mod 1] Call Sign: CNV1234

• Requested Modification: MODIFY ITINERARY AS FOLLOWS:

/01/ /KADW/161300 (160900)
/02/161340 (160940) /KNGU/161510 (161110)
/03/161925 (161655) /CYYT/162055 (161825)
/04/170225 (170325) /EINN/180800 (180900) RON X 2
/05/181130 (181330) /LESJ/181300 (181500)
/06/181820 (181820) /LPLA/191130 (191130) RON
/07/192030 (191630) /KADW/ TERM

• Reason: SAVING TIME AND MONEY

• Submitted by: LCDR OPSO or LT AOPSO

The following have been confirmed:

(Check all that apply)

Airfield hours	<input type="checkbox"/>
Airfield suitability	<input type="checkbox"/>
Aircraft performance	<input type="checkbox"/>
Crew day/rest	<input type="checkbox"/>
Lodging	<input type="checkbox"/>
Dip Clearance	<input type="checkbox"/>
Lifts Notified	<input type="checkbox"/>

Other:

For NALO use only:

Approved: Yes ☐ No ☐

If "No", give reason:

Processed by:

LOGISTICS FLIGHT RECORD (LFR)

THIS FORM IS TO BE USED FOR ALL LOGISTIC FLIGHTS WHICH CARRY PAX OR CARGO BY ALL AIRCRAFT CUSTODIANS SCHEDULED BY A DESIGNATED AUTHORITY IN OPNAV 4631.2 SERIES.

QUESTIONS: CONTACT
NALO
DSN: 678-1185
COMM: (504) 678-1185

AIRCRAFT IDENTIFICATION

AIRLIFT MISSION #	SQUADRON	AIRCRAFT BUNO #	RIG	CALL SIGN	MOD #	TOTAL LEGS	JALIS ENTERED BY:
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FLT LEG #	ARRIVAL DTG				ICAO	DEPARTURE DTG				LEG HRS
	DAY	TIME (Z)	MON	YR		DAY	TIME (Z)	MON	YR	
01	**ORIGINATE**									
02										
03										
04										
05										
06										
07										
08										
09										
10										
11										
12										
13										
14										
15										

SCHEDULED						**FLOWN**		***SPACE REQUIRED/SPACE A***					
ACFT LIFT	ON LEG #	OFF LEG #	PAX #	CARGO	PUJC	PAX #	CARGO	JALIS CODE (UA/SA)	ON LEG #	OFF LEG #	PAX #	CARGO	UIC
A								UA/SA					
B								UB/SB					
C								UC/SC					
D								UD/SD					
E								UE/SE					
F								UF/SF					
G								UG/SG					
H								UH/SH					

*Scheduled Pax/Cargo shall reflect exactly what is on the most recent flight advisory.

**Flown cargo shall reflect what has actually been flown. All Cargo and Baggage weights shall be added together. If actual baggage weight is known (i.e. palletized and/or weighed), add this to cargo weight and enter in the field above. If baggage weight is not known, assume 40lbs per pax and add to the cargo for that lift. If 40lbs appears insufficient, it is incumbent upon the Loadmaster (LM) to estimate and factor in excess baggage weight. When trying to determine what portion of total cargo goes with each lift, keep in mind that total flown cargo weight for all lifts on a particular leg should be equal to the Form F Cargo plus Baggage weight, but never exceed the Form F Cargo plus Baggage weight.

***Space Required/Space 'A' Data is for opportune lift. Opportune lift is any lift not referenced on the lift message. Space Required (UA) is for Official Travel (i.e. on Orders) and is designed to capture official military cargo data. Always record On Leg, Off Leg, and Space Required UIC. Space (SA) is for all other opportune travel.

FLEET SUPPORT INFORMATION

LIFT #	UNIT SUPPORTED	MISSION / EXERCISE / OPERATION SUPPORTED
A		
B		
C		
D		
E		
F		
G		
H		

NOTE: INCLUDE ANY CAG, LCS, SQD, SPECWAR, SHIPS, ETC. AND WHAT MISSION, EXERCISES OR OPERATIONS WERE SUPPORTED.

FLIGHT SUMMARY

TOTAL FLIGHT HRS	TOTAL PAX	TOTAL CARGO	LM SIGNATURE:
			TAC SIGNATURE:

* AERs are required to complete LFRs in JALIS anytime flown PAX/Cargo does not equal scheduled PAX/Cargo. Essentially a no-show report, aircrews should select an exception code of 'NO' and a resolution code of 'H'. The 'Remarks' section should be used to provide any amplifying information regarding the missing PAX/Cargo. Please verify and make sure this info is as accurate as possible, as lift requesters will be held responsible for no-show PAX/Cargo based on these numbers.

** At the aircrew's discretion, AERs can also be used anytime an out of the ordinary situation impedes smooth mission flow (e.g. flight delays, ground support issues, clearance issues, modifications or flight times incorrect, etc). In these cases denote the aircraft lift and leg of the occurrence, choose the appropriate exception and resolution codes, and add any amplifying remarks. More amplifying information is better than less.

EXCEPTION CODES		RESOLUTION CODES	
LP	PAX LATE	A	LETTER
LC	CARGO LATE	B	IN HOUSE
LH	HAZARDOUS CARGO/NO-CERTIFICATION	C	UNAVOIDABLE
LI	CARGO IMPROPERLY PALLETIZED	D	OTHER
SG	GSE PROBLEM	E	CONTACTED
SF	FUEL DELAY	F	NO ACTION
SA	ATC DELAY	G	TRACK
SW	WEATHER PROBLEM	H	DOCUMENTED
OM	MAINTENANCE PROBLEM	P	PASSED TO
NI	INSUFFICIENT GROUND TIME		
NP	NO PPR		
ND	CREW DUTY EXCEEDED		
NR	CREW REST INSUFFICIENT		
NM	TOO MUCH GROUND TIME		
NF	FLT AVD/MOD NOT RECEIVED		
NO	OTHER		

AER #1	Acft Lift: _____ Leg#: _____ Exception Code: _____ Remarks: _____

	Resolution Code: _____ Remarks: _____
AER #2	Acft Lift: _____ Leg#: _____ Exception Code: _____ Remarks: _____

	Resolution Code: _____ Remarks: _____
AER #3	Acft Lift: _____ Leg#: _____ Exception Code: _____ Remarks: _____

	Resolution Code: _____ Remarks: _____

DATE _____

MEMORANDUM

FROM: THEATER LNO/OPERATIONS SCHEDULER

TO: NAVY AIR LOGISTICS OFFICE, OPERATIONS OFFICER

INFO: FLEET LOGISTICS SUPPORT WING, OPERATIONS DEPARTMENT

SUBJ: THEATER SURGE REQUEST

To Whom It May Concern:

CFAF/CENTCOM/EUCOM is requesting an Aircraft Surge in accordance with NAVAIRLOGOFFINST 4631.2A for our respective Theater AOR. The specifics of this request are as follows:

- Surge Begin Date (Earliest/Latest): _____
- Surge End Date (Earliest/Latest): _____
- Current DET aircraft status (up/down): _____
- Current Theater Tasking: _____
- Surge Location (if relevant): _____
- Exercise Support (if supporting): _____
- Anticipated Priority Code: _____
- Specific Asset(s) Required: _____
- Any other compelling consideration/justification: _____
- _____
- _____
- _____
- _____

/Signed/

(Requester)

NALO OPERATIONS OFFICER Approval: _____